

Schedule 88

ADJUTANT GENERAL MILITARY DEPARTMENT

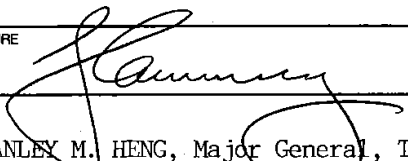
DECEMBER 28, 1991

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

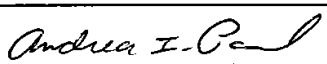
**REQUEST FOR APPROVAL OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA	SCHEDULE NUMBER 88
	AGENCY, BOARD OR COMMISSION MILITARY DEPARTMENT
	DIVISION, BUREAU OR OTHER UNIT
	Supersedes Edition of July 23, 1991

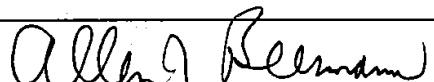
PART I -- AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.	
SIGNATURE *	
TITLE STANLEY M. HENG, Major General, The Adjutant General	DATE 16 Dec 91

PART II -- ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.	
SIGNATURE * 	DATE 12/23/91 STATE ARCHIVIST

PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.	
SIGNATURE * 	DATE December 28, 1991 ADMINISTRATOR

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of agency records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

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SCHEDULE 88 – ADJUTANT GENERAL

88-1 MILITARY RECORDS

88-1-1 201 MILITARY PERSONNEL RECORDS

Enlistment contracts, training and discharge documents for membership in the Nebraska National Guard. Includes medical records and substantiating documents.

ORIGINAL RECORD: Microfilm and destroy after discharge.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

88-1-2 MILITARY ORDERS HISTORICAL SET

Permanent orders reflecting activation/deactivation and reorganization of military units. Military orders documenting state emergency activation of units and individuals of the Nebraska Army National Guard. Includes promotion/reduction actions and discharge orders.

ORIGINAL RECORD: Retain permanently or microfilm and destroy.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Transfer to the State Archives when no longer of reference value to the department; retain permanently.

88-2 CIVIL DEFENSE RECORDS

88-2-1 EMERGENCY OPERATIONS PLANS

State Emergency Operations Plans (SEOP) and Local Emergency Operations Plans (LEOP) are plans that predetermine actions to be taken by responsible elements of government and by cooperating private organizations to prevent avoidable disasters, reduce the vulnerability of residents to any disaster that may strike, establish capabilities for protecting citizens from the effects of disaster, respond effectively to the actual occurrence of disaster and provide for the recovery in the aftermath of any emergency.

Transfer 4 copies to the Library Commission Publications Clearinghouse, dispose of agency copies after superseded.

88-2-2 DAILY OPERATIONS LOGS

Chronological log of communications relating to disaster events as they occur.

Dispose of after 20 years.

88-2-3 DISASTER FILES

Record of every disaster as it happens. Includes damage assessment, weather reports, and actions taken in response to the disaster.

Dispose of after 3 years provided there are no outstanding claims against the agency.

88-2-4 GRANT FILES

Financial records, supporting documents, statistical records, and all other records pertinent to a grant.

Dispose of 3 years after the date of the final expenditure report or annual financial status report, whichever applies, provided audit has been completed, subject to the exceptions stated in the Federal Emergency Management Agency circular No. A-102 or its successor policy.¹

88-2-5 TRAINING RECORDS

All instructors/student training records, certifications, and associated instructional materials.

Dispose of 3 years after completion of training or last course offering, whichever applies, provided audit has been completed.¹

NOTE

1. These records may be disposed of after the required retention period, provided the audit has been completed with the audit report released and all related audit comments resolved. Check with the organization that performed the audit, and, if applicable, the Federal cognizant agency if there is a question whether resolution is complete.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load.....	50 cubic feet